Westbury Infant School
Published Guide to Information

Purpose and access

Westbury Infant School makes information available under its Freedom of Information publication scheme. This guide explains the types of information routinely available, how to obtain them and whether a charge applies.
The seven classes below follow the structure of the supplied school example. Information may be withheld or redacted where a legal exemption or data-protection obligation applies.
Website: https://www.westbury-inf.wilts.sch.uk/

To request information or an accessible alternative format, contact the school office:
By post: **Westbury Infant School, Eden Vale Rd, Westbury, BA13 3NY**
Telephone: **01373822716**
Email: admin@westbury-inf.wilts.sch.uk

Where a document is listed as available on request, the school will advise whether it can be provided electronically or as a paper copy.

Class 1 — Who we are and what we do

Information available	How to obtain it	Cost
School contact details, postal address and email	Website: Contact Us Paper copy: contact school office	Free online Paper copy: see charges
Headteacher contact details	Website: Contact Us Paper copy: contact school office	Free online Paper copy: see charges
Staff structure and key contacts	Website: Our Team / on request Paper copy: contact school office	Free online Paper copy: see charges
Governing board membership, roles, appointment information and contact	Website: Governance Paper copy: contact school office	Free online Paper copy: see charges
Instrument of Government	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
School day, session times and term dates	Website: Opening Hours / Term Dates Paper copy: contact school office	Free online Paper copy: see charges

Class 2 — What we spend and how we spend it

Information available	How to obtain it	Cost
Annual budget and financial statements	On request, subject to applicable exemptions Paper copy: contact school office	Free electronic copy Paper copy: see charges
Capital funding information	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Financial audit reports	On request, subject to applicable exemptions Paper copy: contact school office	Free electronic copy Paper copy: see charges
Details of expenditure over £2,000, where held for publication	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Senior staff salary information in £5,000 bands and other salary ranges, as appropriate	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Staff allowances and expenses (appropriate aggregated information)	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Governors' allowances and payments	Website: Governance / on request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Procurement and contracts information	On request, subject to applicable exemptions Paper copy: contact school office	Free electronic copy Paper copy: see charges
Pupil premium and other relevant funding information	Website: Statutory Information / on request Paper copy: contact school office	Free online/electronic copy Paper copy: see charges

Class 3 — What our priorities are and how we are doing

Information available	How to obtain it	Cost
School development priorities and relevant plans	On request, subject to appropriate redaction Paper copy: contact school office	Free electronic copy Paper copy: see charges
Latest Ofsted report and related information	Website: Ofsted / Ofsted reports website Paper copy: contact school office	Free online Paper copy: see charges
Published assessment results and performance tables	Website: Performance / DfE school performance service Paper copy: contact school office	Free online Paper copy: see charges
School profile and published performance information	Website / DfE school information service Paper copy: contact school office	Free online; Paper copy: see charges
Proposals for significant future school changes and consultation documents	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Relevant impact assessments or summaries	On request, subject to exemptions Paper copy: contact school office	Free electronic copy Paper copy: see charges

Class 4 — How we make decisions

Information available	How to obtain it	Cost
Admissions arrangements and policies	Website: Admissions / Wiltshire Council Paper copy: contact school office	Free online Paper copy: see charges
Governing board and committee agendas, minutes and decisions	On request, excluding confidential or exempt items Paper copy: contact school office	Free electronic copy Paper copy: see charges

Class 5 — Our policies and procedures

Information available	How to obtain it	Cost
School policies and procedures	Website: Policies and on request if applicable Paper copy: contact school office	Free online/electronic copy Paper copy: see charges
Safeguarding and child protection	Website: Safeguarding Paper copy: contact school office	Free online Paper copy: see charges
Equality objectives and equality information	Website: Equality Paper copy: contact school office	Free online Paper copy: see charges
Recruitment and HR policies	On request where suitable for disclosure Paper copy: contact school office	Free electronic copy Paper copy: see charges
Special educational needs and disability information	Website: SEND Paper copy: contact school office	Free online Paper copy: see charges
Complaints policy and information request procedures	Website: Policies Paper copy: contact school office	Free online Paper copy: see charges
Pay policy	On request, subject to exemptions Paper copy: contact school office	Free electronic copy Paper copy: see charges
Records management, retention and information security	Website / on request Paper copy: contact school office	Free online/electronic copy Paper copy: see charges
Data protection, privacy notices, information sharing and CCTV policies	Website: Privacy / Policies Paper copy: contact school office	Free online Paper copy: see charges
Charging and remissions policies	Website: Policies Paper copy: contact school office	Free online Paper copy: see charges

Class 6 — Lists and registers

Information available	How to obtain it	Cost
Curriculum circulars and statutory instruments	Website: Curriculum / on request Paper copy: contact school office	Free online; paper copy: see charges

Locations of overt CCTV cameras, where disclosable	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Freedom of Information and environmental information disclosure logs, if maintained	On request Paper copy: contact school office	Free electronic copy Paper copy: see charges
Asset and information asset registers	On request, subject to security and other exemptions Paper copy: contact school office	Free electronic copy Paper copy: see charges
Publicly available statutory registers	On request where applicable Paper copy: contact school office	Free electronic copy Paper copy: see charges

Class 7 — The services we offer

Information available	How to obtain it	Cost
Extra-curricular activities and clubs	Website: Clubs Paper copy: contact school office	Free online Paper copy: see charges
Breakfast and after-school / wraparound childcare	Website: Wraparound / on request Paper copy: contact school office	Free online/electronic copy Paper copy: see charges
Services for which the school charges, including published fees	Website: Charging / Clubs / on request Paper copy: contact school office	Free online/electronic copy Paper copy: see charges
School newsletters, leaflets and public information	Website: Newsletters / News Paper copy: contact school office	Free online Paper copy: see charges
Paper copies of published information	Contact the school office Paper copy: contact school office	Free online Paper copy: see charges

Schedule of charges

The source guide gives an example charge of 5p per printed page and 91p postage. These figures have not been adopted automatically. The school should approve and publish its own reasonable charges before using this guide. Any charge will be explained in advance.

Type	Basis	Proposed school charge
Electronic access to routinely published information	Website / email	Free
Black-and-white photocopying / printing	Per A4 page	5p per page
Colour photocopying / printing	Per A4 page	5p per page
Postage	Actual postage cost	At cost – confirm before dispatch
Any statutory fee	Relevant legislation, where permitted	As legally applicable

Requests, accessibility and review

Requests for information not already published may be submitted to the school office. The school will consider them under the relevant access-to-information legislation and respond within applicable statutory timescales. Personal information requests are handled separately under data protection law. If information is withheld, the school will explain the basis where required and provide details of the review or complaint route.

Please contact the school if you need information in an alternative accessible format. This guide should be reviewed at least annually and whenever publication arrangements, fees or school website pages change.

Westbury Infant School is committed to openness and transparency and will make information available in accordance with the Freedom of Information Act 2000.

Information listed within this guide will normally be available through the school website or on request from the school office.

Requests for information not included in this guide should be submitted in writing to the school office, clearly describing the information required.

The school will respond to Freedom of Information requests promptly and normally within 20 school days, subject to a maximum of 60 working days, in accordance with the statutory requirements.

Refusal of Requests and Cost Limits

Under Section 12 of the Freedom of Information Act 2000, the school may refuse a request where the estimated cost of complying exceeds the statutory appropriate limit of £450.

This is equivalent to 18 hours of staff time, calculated at the prescribed rate of £25 per hour.

When calculating this limit, the school may consider the time reasonably required to determine whether information is held, locate it, retrieve it and extract it.

Where a request exceeds the appropriate limit, the school will normally provide advice and assistance to help the applicant refine or narrow their request.

The school may also refuse to disclose information where an exemption under the Freedom of Information Act applies. Where appropriate, a written refusal notice will explain the reasons for the decision.

The cost limit does not apply to information routinely available under the school's publication scheme.

Complaints and Appeals

Anyone dissatisfied with the way the school has handled a request for information, or with a decision to withhold information, may request an internal review.

Requests for an internal review should be made in writing to the Headteacher at Westbury Infant School, explaining the reasons for dissatisfaction.

The school will arrange for the matter to be reviewed, wherever practicable by someone who was not involved in the original decision. The school will aim to complete internal reviews within 20 working days and, in exceptional circumstances, within 40 working days.

If the applicant remains dissatisfied following the internal review, they may raise their concerns with the Information Commissioner's Office (ICO).

Information Commissioner's Office

Website: **www.ico.org.uk**

Telephone: **0303 123 1113**